



California Housing Finance Agency

Job Opportunity

Accountant Trainee Vacancy #391

Salary Range	\$3,240 – \$3,751
Final File Date	September 25, 2012
Division	Fiscal Services, Multifamily Accounting Unit
Specific Location	500 Capitol Mall Drive, Downtown Sacramento
Tenure & Time base	Limited Term – Full Time 12 Months (This position may become permanent)
Number of Positions	One
Questions?	Contact Jennifer Gaffey at 916-326-8004 or jgaffey@calhfa.ca.gov for questions. Please do not email your application or resume. Emailed applications will not be accepted. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929 or from voice phones: 800-735-2922.
Eligibility	<p>State Employees: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list.</p> <p>Non-State Employees: To be considered for this vacancy, you must have established eligibility. Eligibility is established by competing successfully in an appropriate exam. Often, exams are not offered at the same time as job opportunities. Your first step in getting a job with the state will be to establish list eligibility by competing in an exam. We post our exams on our website's exam page at http://www.calhfa.ca.gov/about/employment/exams.htm and on the State Personnel Board's website at https://forms.spb.ca.gov/bulletins/.</p> <p>To learn more about exams, how to get a job with the state, and the state's hiring process in general, visit the State Personnel Board's website at http://jobs.ca.gov/GeneralInfo/FAQ.</p> <p>STATE YOUR ELIGIBILITY FOR THIS VACANCY IN THE "EXPLANATIONS" BOX OF YOUR APPLICATION – YOUR APPLICATION MATERIAL MAY NOT BE CONSIDERED WITHOUT THIS INFORMATION.</p> <p>RESUMES ONLY WILL NOT BE ACCEPTED. A STANDARD STATE APPLICATION IS REQUIRED. IT IS OKAY IF A RESUME IS SUBMITTED IN CONJUNCTION WITH AN APPLICATION.</p> <p>SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.</p>
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Please do not email your application or resume. Emailed applications will not be accepted.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034</p> <p>Applications are available at the State Personnel Board's web site at http://jobs.ca.gov/Profile/StateApplication.</p> <p>SPECIFY ON YOUR APPLICATION THAT YOU ARE INTERESTED IN VACANCY #391, ACCOUNTANT TRAINEE.</p>
Duties	<p>Under close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee is responsible for the less complex accounting transactions in the Multifamily Accounting Unit. Duties include:</p> <p><u>Essential Functions:</u></p> <p>20% <u>Service Multifamily Projects</u> Maintain and service multifamily projects. Provide customer service and resolve issues related to multifamily projects with the project's management agents, their auditors, and CalHFA Asset Management Staff. Locate and cancel original promissory note for paid-in-full notes, memo to Legal department for preparing deed of reconveyance. Review and mail out mortgagor annual statements. Respond to auditor's confirmation request such as mailing a copy of the mortgagor annual statement, provide and confirm accounting activities and balances.</p>

<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	15%	<u>Posting Payments</u> Post monthly mortgage payments and other payments for Multifamily loans. Identify and research any discrepancies between payment made and the amount due.
	10%	<u>Escrow Reserves and Impound Account Disbursements</u> Process invoices, memos or disbursement requests for proper payment authorization. Resolve any discrepancy with project's management agent or Asset Management Staff. Process disbursement requests for various reserves accounts for Multifamily projects. Process taxes, insurance and earthquake disbursements for Multifamily projects. Mail out disbursement checks. File disbursement requests.
	10%	<u>Various Bank and Loan Reconciliation</u> Perform various bank and loan reconciliation. Maintain various registers and reconcile to the general ledger.
	10%	<u>Daily Deposit</u> Prepare daily deposits for Multifamily checks, Operating checks, Revolving Fund checks, miscellaneous checks and all other deposits to the bank account. Deliver bank deposits.
	10%	<u>Impound Analysis</u> Perform analysis on taxes, insurance and earthquake impound accounts for Multifamily projects. Monitor disbursements from those accounts to perform analysis for the account that has a shortage in a timely manner. Work closely with CalHFA Asset Management staff to resolve problems relating to impound escrow accounts.
	10%	<u>Claims Schedules/U.S. Bank Requests</u> Prepare claims schedules and U.S. Bank Request such as for loan fundings and accounts payable from various source of funds.
	5%	<u>US Bank Registers</u> Maintain US Bank registers for several bond issues by posting transactions and preparing journal entries for input into the General Ledger system.
	5%	<u>Quarterly Accruals</u> Prepare various quarterly journal entries accruals for general ledger.
		<u>Marginal Functions:</u>
	5%	Participate in staff meetings, attend training, provide work status reports, handle special projects, and perform other duties as required.
9/14/2012		